

**INSTRUCTIONS  
FOR PROCESS OR FUEL BURNING SOURCE DESCRIPTION (APC-2-02)**

This form should be completed for all new process and boiler permit applications and all renewals where source conditions have changed since the previous application. This form need not be completed for permit renewals if source conditions have not changed. Whenever this form is submitted, it should be accompanied by an Emission Point Description Form (APC-2-03) for each stack or emission point within the source.

If any of the information requested is considered confidential, two applications should be submitted. One application clearly marked to indicate that it contains confidential information which is not to be made public and another application which does not contain the confidential information which can be placed in our general files. Emission data requested on the Emission Point Description Form (APC-2-03) normally cannot be treated as confidential by the Memphis and Shelby County-Air Pollution Control Section (MSCHD-APC). Please contact the MSCHD-APC if there are any questions concerning confidentiality of information.

**Item 1.-** The right-hand portions of the first two lines are intended for Memphis and Shelby County-Air Pollution Control Section (MSCHD-APC) use only. However, if your facility has been assigned these ID numbers, they can be entered in these spaces. Please note that the legal name of your organization is the name registered with the Tennessee Secretary of State and therefore shall match up with the business number provided by that agency.

**Item 2.-** The emission source number should be a simple code which uniquely identifies the equipment covered by the application. It will be used to identify the equipment under consideration and to distinguish it from other, possibly similar, equipment. It should be referenced on all future correspondence concerning the equipment in question. Once assigned, this code should not be changed. If a change is required, the previous code and the new code should be listed in block 14 and the reason for the change explained. Also list the Standard Industrial Classification code for the source if known.

**Item 4.-** Normal operation should reflect the schedule when any or all of the equipment covered by this application is in operation. Operation at less than normal load, such as boilers operating on an idle, stand-by basis should be included in the operating time. Days/year need to be completed only if operation is so limited that it cannot be adequately described by days/week and weeks/year.

**Item 5.-** Maximum operation should reflect the maximum operational load for said process.

**Item 6.-** Percent annual throughput should reflect the approximate seasonal nature of the process. If the operation is not seasonal, enter 25% for each.

**Item 7.-** Indicate type of source: process with no in-process fuel, process with in-process fuel, or a fuel burning source. Complete remainder of form accordingly. An Emission Point Description Form (APC-2-03) should also be completed for each stack or non-stack pollutant emission point included in this source.

**Item 8.-** Indicate if the source operates in a continuous or batch type mode. If operation is batch type, indicate normal time required to process a batch and the number of batches, or fraction thereof, processed in a normal 24 hour period.

**Item 9.-** This is the list of materials that will be used to determine the process weight rate for this source. Input rates are established as follows:

- a. For continuous or long-run, steady-state operations, it is the material input weight for the entire period of continuous operation or for a typical portion thereof divided by the number of hours of such period or portion thereof.
- b. For cyclical or batch type operation, it is the material input weight for a period which covers a complete or an integral number of cycles divided by the hours of actual process operation during such period.
- c. All inputs should be listed separately however it is not expected or desired that an ultimate chemical analysis be given for process inputs. Names such as wood chips, limestone, or clay are adequate identifications.

(OVER)

- d. The process flow diagram should clearly represent the process emission source covered by the application. All emission points within the source should be shown and identified. If a site has more than one process emission source, a flow diagram showing all of the process emission sources at the site should also be attached. The overall flow diagram needs to be included only once and does not need to be included with subsequent applications unless substantial changes have been made.

**Item 10.-**A separate form should be completed for each boiler. Show identifying number or other unique identification used for the boiler in question. All fuel burning stacks at the site should be identified by number or other suitable code. Enter the identifying number or code for the stack serving the boiler. Show type of firing: hand, underfeed stoker, spreader stoker, chain grate stoker, pulverized fuel-dry bottom, pulverized fuel-wet bottom, oil burner, gas burner, combination oil-gas burner, etc. Use comment space, item 14, if additional space is needed.

Show boiler capacity in rated output horsepower, and/or rated burner input capacity in millions of BTU/hr. If these values cannot be determined, capacity can be expressed in other units such as pounds per hour steam produced, or the square feet of heating surface, etc., as long as the units used are clearly specified.

List the boiler serial number, approximate date of construction (installation) and, if applicable, the date of the most recent modification. Explain any modification in item 14.

**Item 11.-**Complete this table for all fuels used by the boiler described in item 10, or process described in item 9. Include primary and all standby fuels so source will have permitted authority to use such fuels. If a source is designed to use a standby fuel but very little or none is normally used, enter the design rate for such fuels under hourly usage and indicate negligible annual usage.